

# Your Company Letterhead

To gain access to the Building 77L at the Philadelphia Naval Business Center, each attendee will need to submit a letter on company letterhead with the content below to the PNBC Security Office. The letter must be signed by the attendee's manager/supervisor and then faxed to: 215-897-8972 before April 24, 2009 (one week prior to meeting date of May 4, 2009). Government persons who have access to JPAS should register their visit through that system. The SMO Code is 65540. Non-U.S. citizens will need to go through their respective embassies and, therefore, need to allow ample time for processing. Non-U.S. citizens will be unable to participate in the tours scheduled for Wednesday, May 6, 2009.

Joe Attendee  
1 Main St.  
Somewhere, WI

Date

To: Philadelphia Security Office (Fax: 215-897-8972)  
Re: Attendance of IAPG Mechanical Working Group-Electrical Systems Working Group Meeting

The following person will be attending the IAPG meeting:

Name:	Joe Attendee
SSN:	111-22-3333
Date & Place of Birth:	3/17/66, San Francisco, CA
Citizenship and Green Card Info if applicable:	US <i>(If you are not a US Citizen, but hold a Green Card, please put your green card number here)</i>
Dates of Visit:	May 4-8, 2009 <i>(specific days you will attend)</i>
POC/Phone Number:	Matthew Frank, 215-897-7024 <i>(Do not change)</i>
Reason for Visit:	IAPG MWG-ESWG Annual Meetings <i>(Do not change)</i>

Signed by manager/supervisor\_\_\_\_\_